





The MySchool website (https://www.mynaep.com) provides participating schools and districts with a convenient way to access details about the upcoming National Assessment of Educational Progress (NAEP).

### Use MySchool to

- ★ View specific details about NAEP in your school, such as the assessment date and subjects to be assessed;
- ★ Verify important details about your school, including your school's address;
- ★ If necessary, learn how to prepare and submit your school's list of students, from which NAEP will randomly select students to participate;
- **★** Prepare for a preassessment visit with NAEP field staff;
- ★ Learn what to expect on assessment day;
- ★ Contact your NAEP State Coordinator or NAEP representative; and
- **★** Print and save electronic documents relevant to the assessment.

Schools and districts are encouraged to access MySchool throughout the school year for the most current assessment information. https://www.mynaep.com

2012



MYSCHOOL

# **How to Register for MySchool**

Register for **MySchool** by following these simple steps:

1 Go to www.mynaep.com;



2 In the REGISTER box on the right side of the screen, enter the MySchool registration ID that was assigned to your school and click CONTINUE;

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3 Complete the registration form.
(For detailed instructions, click on "Registration Help.")

If you cannot locate your **MySchool** registration ID, please contact your NAEP State Coordinator.

The NAEP Help Desk is also available at **800-283-6237** or **naephelp@westat.com**. Multiple district and school staff can register to access the **MySchool** website.

## **How to Use MySchool**

**MySchool** includes the following three menus:

#### ■ What You Need to Do

Describes tasks the school coordinator needs to complete in the months leading up to NAEP.

#### What You Need to Know

Contains all relevant documents, links to NAEP websites, and an online form for asking any questions about NAEP in your school.

#### Who You Need to Know

Provides contact information for your NAEP State Coordinator and the NAEP representative who

will be working with your school.

It is important to check **MySchool** frequently to make sure your school is prepared for the upcoming NAEP assessment.

